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18 April 1955

MEMORANDUM FOR: All Division and Staff Chiefs, ERA  
FROM : Chief, Economic Research  
SUBJECT : Systematic Transmittal of Gaps in Intelligence as Requirements at the Termination of Each Research Project

1. PROBLEM

To establish a formal procedure within ERA for filling specific gaps in intelligence as disclosed in project research.

2. ASSUMPTIONS

(a) That it is both advantageous and necessary for the ERA analysts to provide specific, detailed requirements to assist the AD/RR in providing guidance for the collection of intelligence information.

3. FACTS AND DISCUSSION

(a) The AD/RR is required by Regulation R 1-130, 10 August 1954, to "prepare the necessary collection and collation requirements for his Office and provide the appropriate assistance, assessment, evaluation, and guidance in support of collection and collation activities."

(b) At no point in the research process are the factual gaps more clearly recognised than at the close of a branch research project.

(c) The Gaps in Intelligence appendix to research studies often is not written in a form that is meaningful or useful to information collection units.

(d) There is no systematic exploitation of the Gaps in Intelligence appendix by information collection units at the present time.

(1) In filling these gaps, reliance within ORR is placed on the submission of requirements by branch analysts to St/I/R. These requirements in many instances are not forthcoming.

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(2) There is some ad hoc exploitation of the Gaps in Intelligence appendix by some collection units. However, this frequently is of limited value because of 3(c).

(c) It is generally not practicable to have requirements written in exactly the same form as the gaps appendix. A specific format exists for requirements which, among other things, generally summarizes the background information to give the collector the proper perspective. The requirements in general must have somewhat greater specificity.

4. CONCLUSIONS

(a) The Economic Research Area can lend additional support to the ORR guidance function and improve substantive research in the ERA by focusing greater systematic attention on the gaps appendix to projects and on requirements.

(b) The Gaps in Intelligence appendix should discuss the relative importance of the types of gaps and should list the major gaps. For each major gap there should be a requirement for direct factual data and also a requirement for indirect factual data which have a bearing on the problem and which facilitate estimating the factual gap if it cannot be filled directly. This serves an important heuristic function on method and should tend to overcome the present tendency of injecting unsupported assumptions.

(c) The requirements should be formulated and sent to St/I/R at the termination of each research project on a systematic basis. A copy of the requirement should accompany the project draft to OCH/Z.

(d) That a policy for directing greater attention to the Gaps in Intelligence appendix to research reports and to the systematic submission of requirements at the close of each project is required.

5. ACTION

(a) Division and Staff Chiefs review the attached policy draft and submit their comments to Ch/S by Monday, 25 April 1955.

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